

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2015 CDBG REQUEST FOR QUALIFICATIONS (RFQ)**

RFQ SUBMITTAL CHECKLIST

This checklist must be included as part of your agency's FY 2015 CDBG RFQ packet.

Agency Name: _____

INSTRUCTIONS

Enter an "X" next to each item below as you complete it. If the form or document listed does not apply to your project, enter "N/A" next to the item. This checklist must be included as part of your agency's FY 2015 CDBG RFQ packet.

RFQ: Required of all applicants

	RFQ Submittal Checklist (<i>i.e., this form</i>)
	Request for Qualifications (RFQ)

FISCAL DOCUMENTS: Required of all applicants that are Non-Governmental Agencies

	Signed copy of Audited FY 2012/CY 2012 Financial Statements with <u>Unqualified Opinion</u>
	Signed copy of FY 2012/CY 2012 Single Audit Report (<i>only required of applicants that are non-governmental agencies that <u>spent \$500,000 or more in federal funds during FY 2012/CY 2012</u> with <u>Unqualified Opinion</u></i>)
	Signed Copy of FY 2012/CY 2012 Federal Tax Form 990
	Signed Copy of FY 2012/CY 2012 State Tax Form 199
Or, if available:	
	Signed copy of Audited FY 2013 Financial Statements with <u>Unqualified Opinion</u>
	FY 2013 Single Audit Report (<i>only required of applicants that are non-governmental agencies that <u>spent \$500,000 or more in federal funds during FY 2013</u> with <u>Unqualified Opinion</u></i>)
	Signed Copy of FY 2013 Federal Tax Form 990
	Signed Copy of FY 2013 State Tax Form 199

FISCAL DOCUMENTS: Required of all applicants

	Assurance of Audit Requirements
	Agency Financial Management Procedures
	Agency Procurement Policy



FY 2015 CDBG RFQ SUBMITTAL CHECKLIST

CERTIFICATIONS: Required of all applicants

	Certification Regarding Lobbying
	Certification Regarding Debarment, Suspension, Proposed Debarment, Ineligibility, and Other Responsibility Matters
	Certification for Drug-Free Workplace
	Certification Regarding Compliance with Civil Rights Act and Americans with Disabilities Act
	Certification Regarding Section 504 of the Rehabilitation Act of 1973
	Certification Regarding Compliance with MBE, WBE and Small Business Contracting Requirements <i>(note that there are two distinct forms: one for non-profit agencies and another one for governmental organizations)</i>
	Certification Regarding Compliance with Conflict of Interest and Procurement Policies
	Questionnaire Regarding Conflict of Interest and Procurement Policies
	Certification Regarding Section 3 of the Housing and Urban Development Act of 1968, as amended
	Certification Regarding Procurement

FY 2015 CDBG RFQ SUBMITTAL CHECKLIST

AGENCY DOCUMENTS: Required of all applicants

	Agency Organization Chart (Entire Agency)
	Agency Organization Chart (Each Division/Section that will administer FY 2015 CDBG Projects)
	Resumes of Agency Key Executive or Management Personnel <ul style="list-style-type: none">• Title• Tenure at current position• Main responsibilities• Experience, skills and education
	Resumes of Agency Personnel Designated to Have Financial Oversight of CDBG Expenditures, Fiscal Compliance, and/or Reporting Responsibilities for Proposed FY 2015 CDBG Activities <ul style="list-style-type: none">• Title• Tenure at current position• Main responsibilities• Specific experience, skills and education related to fiscal oversight of funding expenditures, fiscal compliance and/or the preparation and compilation/completion of reimbursement requests and other fiscal reports
	Resumes of Agency Personnel Designated to Have Direct Project Management/Administration Oversight, Program Compliance, and/or Reporting Responsibilities for Proposed FY 2015 CDBG Activities <ul style="list-style-type: none">• Title• Tenure at current position• Main responsibilities Specific experience, skills and education related to program oversight, program compliance and/or the preparation and compilation/completion of programs reports

FY 2015 CDBG RFQ SUBMITTAL CHECKLIST

Signature and Certification:

The undersigned hereby acknowledges and confirms submittal of a response to the FY 2015 RFQ to the City of San Diego's HUD Programs Administration/CDBG Program Office and certifies that, to his/her best knowledge and belief, all factual information provided is true and correct.

Name of Agency

Signature of Authorized Signing Official/Representative

Date

Printed/Typed Name of Authorized Signing Official/Representative

E-Mail Address

Phone Number

**** CITY USE ONLY ****

SUBMITTAL TYPE	DATE RECEIVED	TIME RECEIVED	CITY STAFF INITIALS
<input type="checkbox"/> Hand Delivery			
<input type="checkbox"/> Mail Delivery			

